# **Public Personnel Review Index**

-VOLUME 15, 1954

The following index contains authors, titles, and subject matter references arranged in one alphabet. Items identified with the capital letter B in parentheses (B) are book reviews. The numerals at the end of each entry signify the page on which that entry appears. Page numbers of the four issues in Volume 15 are as follows:

Volume 15—1954			
Issue	Month	Pages	
No. 1	January	1-60	
No. 2	April	61-112	
No. 3	July	113-168	
No. 4	October	169-224	

# A

Abstractors of Articles, 52, 106, 161, 211
Abstracts of Articles, 52-58; 106-111; 161168; 211-218

ADLER, ERNA W.

Comment on maternity leave in "Personnel Opinions," 206

Administration, see Personnel Administration; Public Administration

ALMOND, GABRIEL A.

The Appeals of Communism (B), 209 Arbous, A. G.

Selection for Industrial Leadership (B),

ASSOCIATIONS

Lukens, Matthias E., The Role of the Civil Service Assembly in Personnel Administration, 137

# B

BAKKE, E. WIGHT; HAUSER, PHILIP M.; PALMER, GLADYS L.; MYERS, CHARLES A.; YODER, DALE; AND KERR, CLERK

Labor Mobility and Economic Opportunity (B), 210

BATSON, ROBERT J.

Staffs and Budgets of Public Personnel Agencies, 196

BEAN, KENNETH L.

Construction of Educational and Personnel Tests (B), 103

Bellows, Roger M., and Estep, M. Frances

Employment Psychology: The Interview
(B), 157

BENSON, GEORGE C. S.

The Personnel Man and the Management

BERKOWITZ, NORMAN

Michigan's Test Record System, 186

BERTRAM, ELIZABETH

Comment on maternity leave in "Personnel Opinions," 202

BEYER, WILLIAM C.

Limited-Term and Excepted Appointments in the Civil Service (B), 104

BOOK REVIEWS, 45-51; 100-105; 153-160; 207-210 BRASCHI, RAMON TORRES

Comment in "Personnel Opinions" on outside employment of public employment, 93

BROOK, FRANCIS H. C.

Personnel Management and Welfare (B),

BUDGET

Batson, Robert J., Staffs and Budgets of Public Personnel Agencies, 196

Day, Monroe F., Federal Position Classification: A Tool for the Budget Officer,

Mosher, Frederick C., Program Budgeting: Theory and Practice (B), 160

BUSHA, EUGENE E.

Comment in "Personnel Opinions" on minimum versus desirable job qualifications, 145

C

CHOPSON, E. W.

Service Ratings Won't Serve Two Masters,

CIVIL SERVICE, see Personnel Administration CLASSIFICATION

Day, Monroe F., Federal Position Classification: A Tool for the Budget Officer,

CLOTHIER, ROBERT C., see Scott, Walter Dill COMMUNICATION

Linton, Calvin D., How to Write Reports
(B), 104

Redfield, Charles E., Communication in Management (B), 50

COMMUNISM

Almond, Gabriel A., The Appeals of Communism (B), 209

# **Public Personnel Review Index**

-VOLUME 15, 1954

The following index contains authors, titles, and subject matter references arranged in one alphabet. Items identified with the capital letter B in parentheses (B) are book reviews. The numerals at the end of each entry signify the page on which that entry appears. Page numbers of the four issues in Volume 15 are as follows:

Volume 15—1954			
Issue	Month	Pages	
No. 1	January	1-60	
No. 2	April	61-112	
No. 3	July	113-168	
No. 4	October	169-224	

# A

Abstractors of Articles, 52, 106, 161, 211
Abstracts of Articles, 52-58; 106-111; 161168; 211-218

ADLER, ERNA W.

Comment on maternity leave in "Personnel Opinions," 206

Administration, see Personnel Administration; Public Administration

ALMOND, GABRIEL A.

The Appeals of Communism (B), 209 Arbous, A. G.

Selection for Industrial Leadership (B),

ASSOCIATIONS

Lukens, Matthias E., The Role of the Civil Service Assembly in Personnel Administration, 137

# B

BAKKE, E. WIGHT; HAUSER, PHILIP M.; PALMER, GLADYS L.; MYERS, CHARLES A.; YODER, DALE; AND KERR, CLERK

Labor Mobility and Economic Opportunity (B), 210

BATSON, ROBERT J.

Staffs and Budgets of Public Personnel Agencies, 196

BEAN, KENNETH L.

Construction of Educational and Personnel Tests (B), 103

Bellows, Roger M., and Estep, M. Frances

Employment Psychology: The Interview
(B), 157

BENSON, GEORGE C. S.

The Personnel Man and the Management

BERKOWITZ, NORMAN

Michigan's Test Record System, 186

BERTRAM, ELIZABETH

Comment on maternity leave in "Personnel Opinions," 202

BEYER, WILLIAM C.

Limited-Term and Excepted Appointments in the Civil Service (B), 104

BOOK REVIEWS, 45-51; 100-105; 153-160; 207-210 BRASCHI, RAMON TORRES

Comment in "Personnel Opinions" on outside employment of public employment, 93

BROOK, FRANCIS H. C.

Personnel Management and Welfare (B),

BUDGET

Batson, Robert J., Staffs and Budgets of Public Personnel Agencies, 196

Day, Monroe F., Federal Position Classification: A Tool for the Budget Officer,

Mosher, Frederick C., Program Budgeting: Theory and Practice (B), 160

BUSHA, EUGENE E.

Comment in "Personnel Opinions" on minimum versus desirable job qualifications, 145

C

CHOPSON, E. W.

Service Ratings Won't Serve Two Masters,

CIVIL SERVICE, see Personnel Administration CLASSIFICATION

Day, Monroe F., Federal Position Classification: A Tool for the Budget Officer,

CLOTHIER, ROBERT C., see Scott, Walter Dill COMMUNICATION

Linton, Calvin D., How to Write Reports
(B), 104

Redfield, Charles E., Communication in Management (B), 50

COMMUNISM

Almond, Gabriel A., The Appeals of Communism (B), 209

# PUBLIC PERSONNEL REVIEW

COMREY, A. L.

954

nent

rson-

oint-

04

-210

on

em-

(B),

s of

ssifi-

cer,

ing:

on

lifi-

ers,

n

sifi-

cer,

Dill

orts

in

m-

Factors Influencing Organizational Effectiveness (B), 209

CURTIS, McDonald H.

How to Recruit Engineers, 67

CUSHMAN, CHARLES H., see Roney, Don H.

### D

DAY, MONROE F.

Federal Position Classification: A Tool for the Budget Officer, 22

DAY, ROSCOE A.

Delegation of Responsibility: Some Notes on Behavioral Aspects, 85

DIFFOR, JOHN W., see Horkheimer, Mary F.

DUNNILL, F. P.

Public Administration: A Personal Approach, 188

#### F

EMPLOYEE RELATIONS

Library, U.S. Civil Service Commission, Employee Participation in Management: An Annotated Bibliography, 153

National Foremen's Institute, Human Relations Casebook (B), 51

EMPLOYEE UTILIZATION

Breckinridge, Elizabeth Llewellyn, Effective Use of Older Workers (B), 159

ENGLEBERT, ERNEST A.

Internship and Student Training Programs in Southern California, 129

ESTEP, M. FRANCES, see Bellows, Roger M.

Examinations, see Testing

EXCEPTED POSITIONS

Beyer, William C., Limited Term and Excepted Appointments in the Civil Service (B), 104

#### F

FILING, see Record Keeping

FILMS, see Visual Aids

FORNEY, MERLE G.

Comment in "Personnel Opinions" on minimum versus desirable job qualifications, 146

FOSSETT, ROY E.

Some Basic Assumptions in Evaluating Education, 27

FRIEDMAN, EUGENE A., AND HAVIGHURST, ROB-ERT J.

The Meaning of Work and Retirement (B), 208

#### G

GALLAS, NESTA

Comment in "Personnel Opinions" on outside employment of public employees, 94

GAREY, A. E.

Comment in "Personnel Opinions" on promotion of employee welfare and improvement of union-management relations, 40

GOETZ, RACHEL MARSHALL

Visual Aids for the Public Service (B), 100

GOODE, CECIL E.

Comment in "Personnel Opinions" on outside employment of public employees, 95

GUERIN, JAMES W.

Occupations and General Intelligence, 77

#### H

HAEFELE, EDWIN T.

Some Statistics on Mobility of Personnel People, 142

HALSEY, GEORGE D.

Supervising People (B), 51

HANSON, S. G.

Comment in "Personnel Opinions" on promotion of employee welfare and improvement of union-management relations, 41.

HAUSER, PHILLIP M., see Bakke, E. Wight

HAVIGHURST, ROBERT J., see Friedman, Eugene

Hіgh, W. S., see Comrey, A. L.

HORKHEIMER, MARY F., AND DIFFOR, JOHN W. Educators Guide to Free Slidefilms (B),

HUMAN RELATIONS, see Employee Relations

#### I

INTERNS

Englebert, Ernest A., Internship and Student Training in Southern California,

INTERVIEW, see Testing

#### J

JOB QUALIFICATIONS

"Personnel Opinions," Do You Think It Is Better to Use Minimum Qualifications or Desirable Qualifications in the Selection and Promotion of Personnel? 145

JONES, NORRIS R.

Comment on maternity leave in "Personnel Opinions," 203

P

R

R

KAISER, JOHN BOYNTON

Civil Service and Libraries (B), 209

KEPHART, NEWELL C.

The Employment Interview in Industry (B), 51

KROLL, MORTON

The Institute on Management in Government and Business, 33

1

LATEINER, ALFRED R.

The Technique of Supervision (B), 158

LAY-OFF

Overholt, John A., Discussion of Lay-Off Procedures, 133

LEAVE, see Maternity Leave; Sick Leave

LINTON, CALVIN D.

How to Write Reports (B), 104

LONGWORTH, J.

Comment in "Personnel Opinions" on outside employment of public employees, 96

LOYALTY INVESTIGATIONS

Piccard, Paul J., Lost: One Junior Management Assistant, 184

LUKENS, MATTHIAS E.

The Role of the Civil Service Assembly in Personnel Administration, 137

M

McCusker, Bernard H.

Comment in "Personnel Opinions" on promotion of employee welfare and improvement of union-management relations, 42

McFadden, Richard C.

Labor-Management Relations in the Illinois State Service (B), 160

MACKLIN, CHARLES B.

Comment in "Personnel Opinions" on minimum versus desirable job qualifications, 148

MARVICK, DWAINE

Career Perspectives in a Bureaucratic Setting (B), 160

MATERNITY LEAVE

"Personnel Opinions," What Is Sound Policy for Handling Maternity Leave in the Public Service? 201-207

MITCHELL, JAMES M.

Building a Productive Civilian Work Force in the Department of Defense, 7

MOBILITY

Some Statistics on Mobility of Personnel People, 142

MOSHER, FREDERICK C.

Program Budgeting: Theory and Practice
(B), 160

MOUNTAIN, JAMES E.

Comment on maternity leave in "Personnel Opinions," 205

MURPHY, THOMAS J.

Comment on maternity leave in "Personnel Opinions," 206

MYERS, CHARLES A., see Bakke, E. Wight MYERS, CLARK E., see Spriegel, William R.

0

O'HARROW, DENNIS

Lady, Please Don't Pinch the Lemons, 2
OLD WORKER

Brekinridge, Elizabeth Llewellyn, Effective Use of Older Workers (B), 159

Friedman, Eugene A., and Havighurst, Robert J., The Meaning of Work and Retirement (B), 208

ORAL INTERVIEW, see Testing

OUTSIDE EMPLOYMENT

"Personnel Opinions," What Rules and Policies, If Any, Should Govern Supplementary Outside Employment by Public Employees? 93

OVERHOLT, JOHN A.

Discussion of Lay-Off Procedures, 193

P

PALM, ROY A.

Comment in "Personnel Opinions" on minimum versus desirable job qualifications, 150

PALMER, GLADYS L., see Bakke, E. Wight

PERSONNEL ADMINISTRATION

Batson, Robert J., Staffs and Budgets of Public Personnel Agencies, 196

Benson, George C. S., The Personnel Man and the Management Team, 3

Brook, Francis H. C., Personnel Management and Welfare (B), 49

Kaiser, John Boynton, Civil Service and Libraries (B), 209

Kroll, Morton J., The Institute of Management in Government and Business, 33.

Library, U.S. Civil Service Commission, Employee Participation in Management: An Annotated Bibliography, 153

Lukens, Matthias E., The Role of the Civil Service Assembly in Personnel Administration, 137

# PUBLIC PERSONNEL REVIEW

1954

ctice

son-

son-

2

Tec-

rst,

nd

nd

by

n

fi-

of

d

Mitchell, James M., Building a Productive Work Force in the Department of Defense, 7

"Personnel Opinions," If You Were a Personnel Director, What Positive Steps Would You Take in the Area of Employee Relations to Promote the Welfare of Employees and Improve Union-Management Relations? 40

Scott, Walter Dill; Clothier, Robert C.; and Spriegel, William R., Personnel Management (B), 105

Sherwood, Frank P., Economic Mobility and a Flexible Public Service, 90

Waggoner, William G., Nuts, Bolts and Personnel, 62

Young, Philip, A Program for Improvement of the Federal Civil Service, 63

PFIFFNER, J. M., see Comrey, A. L.

PICCARD, PAUL J.

Lost: One Junior Management Assistant,

PROMOTION

Stahl, O. Glenn, Perspective on Promotion Policy, 115

PUBLIC ADMINISTRATION

Comrey, A. L.; Pfiffner, J. M.; and High, W. S., Factors Influencing Organizational Effectiveness, 209

Dunnill, F. P., Public Administration: A Personal Approach, 188

International City Managers' Association, The Municipal Yearbook, 1954 (B), 160

Marvick, Dwaine, Career Perspectives in a Bureaucratic Setting (B), 160

Youmans, E. Grant, The Administrative Mind, 72

#### R

RECORD KEEPING

Berkowitz, Norman, Michigan's Test Record System, 186

Willey, Clarence F., Meeting the Applicant More Than Halfway, 122

RECRUITMENT

Curtis, McDonald H., How to Recruit Engineers, 67

O'Harrow, Dennis, Lady, Please Don't Pinch the Lemons, 2

Uhrbrock, Richard S., Recruiting the College Graduate (B), 104

Willey, Clarence F., Meeting the Applicant More Than Halfway, 122 REDFIELD, CHARLES E.

Communication in Management (B), 50

REEVERTS, EDWARD J.

Comment in "Personnel Opinions" on minimum versus desirable job qualifications, 150

REDUCTION-IN-FORCE, see Lay-Off

RESIDENCE REQUIREMENTS, see Mobility

RETIREMENT

Friedman, Eugene A., and Havighurst, Robert J., The Meaning of Work and Retirement (B), 208

RONEY, DON H.

How To Be Interviewed, 191

#### S

SCIENTIFIC MANAGEMENT

Spriegel, William R., and Myers, Clark E., The Writings of the Gilbreths (B), 101

SCOTT, WALTER DILL; CLOTHIER, ROBERT C.; AND SPRIEGEL, WILLIAM R.

Personnel Management (B), 105

SELECTION

Fossett, Roy E., Some Basic Assumptions in Evaluating Education, 27

"Personnel Opinions," Do You Think It Is Better to Use Minimum Qualifications or Desirable Qualifications in the Selection and Promotion of Personnel? 145

SELIGSON, HARRY

Judicial Review of the Group Oral Interview, 176

SERVICE RATINGS

Chopson, E. W., Service Ratings Won't Serve Two Masters, 171

SHERWOOD, FRANK P.

Economic Mobility and a Flexible Public Service, 90

SICK LEAVE

"Personnel Opinions," What is Sound Policy for Handling Maternity Leave in the Public Service? 200

Wickle, Robert F., Sick Leave Control Through a System of Incentives, 17 Spriegel, William R., and Myers, Clark E.,

The Writings of the Gilbreths (B), 101
Spriegel, William R., see Scott, Walter Dill

STAHL, O. GLENN, Perspective on Promotion Policy, 115

STEWARD, LUTHER C.

Comment in "Personnel Opinions" on promotion of employee welfare and improvement of union-management relations, 43 STOVER, ROBERT D.

Comment in "Personnel Opinions" on outside employment of public employees, 97

STRATE, MARVIN W.

Comment on maternity leave in "Personnel Opinions," 201

SUPERVISION

Day, Roscoe A., Delegation of Responsibility: Some Notes on Behavorial Aspects, 85

Halsey, George D., Supervising People (B),

Lateiner, Alfred R., The Technique of Supervision (B), 158

Youmans, E. Grant, The Administrative Mind, 72

SUTHERLAND, CARL T.

Comment in "Personnel Opinions" on outside employment of public employees, 98

#### T

TAYLOR, MARIORIE M.

Comment in "Personnel Opinions" on minimum versus desirable job qualifications, 151

TENURE

Sherwood, Frank P., Economic Mobility and a Flexible Public Service, 90

TESTING

Arbous, A. G., Selection for Industrial Leadership (B), 156

Bean, Kenneth L., Construction of Educational and Personnel Tests (B), 103

Bellows, Roger M., and Estep, M. Frances, Employment Psychology: The Interview (B), 157

Berkowitz, Norman, Michigan's Test Record System, 186

Department of the Army, Army Personnel Tests and Measurements (B), 104

Fossett, Roy E., Some Basic Assumptions in Evaluating Education, 27

Guerin, James W., Occupations and General Intelligence, 77

Kephart, Newell C., The Employment Interview in Industry (B), 51

Roney, Don H., and Cushman, Charles H., How To Be Interviewed, 191

Seligson, Harry, Judicial Review of the Group Oral Interview, 176

TRAINING

Englebert, Ernest A., Internship and Student Training Programs in Southern California, 129 Kroll, Morton, The Institute on Manage. ment in Government and Business, 32

Society for Personnel Administration, Proposal for a Federal Administration Staff College (B), 51

TURNOVER

Haefele, Edwin T., Some Statistics on Mobility of Personnel People, 142

Library, U. S. Civil Service Commission, Labor Turnover: An Annotated Bib. liography, 45

#### U

UHRBROCK, RICHARD S.

Recruiting the College Graduate (B), 104
UNIONS

McFadden, Richard C., Labor-Management Relations in the Illinois State Service, (B), 160

"Personnel Opinions," If You Were a Personnel Director, What Positive Steps Would You Take in the Area of Employee Relations to Promote the Welfare of Employees and Improve Union-Management Relations? 40

#### v

VISUAL AIDS

Goetz, Rachel Marshall, Visual Aids for the Public Service (B), 100

Horkheimer, Mary F., and Diffor, John W., Educators Guide to Free Slide Films (B), 105

#### W

WAGGONER, WILLIAM G.

Nuts, Bolts and Personnel, 62

WICKLE, ROBERT F.

Sick Leave Control Through a System of Incentives, 17

WILLEY, CLARENCE

Meeting the Applicant More Than Halfway, 122

#### Y

YODER, DALE, see Bakke, E. Wight

YOUMANS, E. GRANT

The Administrative Mind, 72

YOUNG, PHILIP

A Program for Improvement of the Federal Civil Service, 63

P54 age. 33 Proion

Mo-

on, Bib-

104 ige-

Pereps
EmVelove

for W.,

of

ılf-

ed-